

## **Powers and Duties of Committees and Panels 2025-2026**



## **Powers and Duties of Committees and Panels**

### **Corporate and External Issues Scrutiny Committee**

- (1) To monitor and review and make recommendations to the Council and/or to the Cabinet, Leader, the relevant Executive Cabinet Member with regard to all relevant policy and operational matters falling within the purview of their portfolios relating to Strategy, External Relations (including the Greater Manchester Combined Authority and Association of Greater Manchester Authorities), Strategic Budget, Financial Services and Budget Development, Public Service Reform, Partnerships, Corporate Support Services, the Registration Service, the Coroner's Service, Digital Strategy, Area Working and Neighbourhood Management, Emergency Response and Recovery, Community Alliances, Governance, Transparency and Constitutional Reform, Business Continuity, Humanitarian Support, Bolton Vision, the Voluntary Sector, Libraries, Museums and Cultural Services strategies including the Events strategy and the Sports agenda, Tourism and promotion, the Albert Halls complex, Markets, Community Cohesion, Crime and Disorder, Community Safety, Anti-Poverty, Equality and Diversity and Procurement and Contract Management.
- (2) To monitor and review and where appropriate make recommendations to the Council and/or the Cabinet with regard to the work of Bolton's Local Strategic Partnership – "the Bolton Vision partnership", its associated support and thematic partnership arrangements, the work of outside organisations which affect the Borough and any other Partnership matters.
- (3) To ensure that the Council is well positioned to meet its responsibilities in relation to external scrutiny as laid down in the Local Government and Public Involvement in Health Act 2007.
- (4) To consider matters referred to the Committee by members of the Committee in accordance with Standing Order 36.
- (5) To recommend to the Council a programme of reviews to be undertaken by the Committee with regard to matters falling within the purview of the relevant Executive Cabinet Member's portfolio and those outside organisations which affect the Borough and to recommend the Council accordingly on the outcome of such reviews.
- (6) To act as the Council's Crime and Disorder Scrutiny Committee in accordance with section 4 of the Crime and Disorder (Overview and Scrutiny) Regulations 2009.
- (7) To make recommendations to the Council as to such additional/occasional reviews which the Committee wishes to consider outside the annual programme.
- (8) To receive reports on the Council's performance and specifically performance reports relating to the functions of the Directorates relating to any part of the portfolios.
- (9) The Committee shall have the power to summon the relevant Executive Cabinet Members and the relevant Chief Officer(s) to attend its meetings to consider, provide information and give evidence on matters before the Committee.
- (10) To set up Scrutiny Panels to undertake in-depth reviews of current policies and practices with a view to identifying areas for future policy development.
- (11) The quorum for a meeting shall be five.
- (12) The committee may by its chair request that a new policy or substantive amendment to an existing policy is referred to a Policy Development Group.

Subject to the acts and proceedings of the Committee being approved by the Council.

### **Place Scrutiny Committee**

- (1) To monitor and review and make recommendations to the Council and/or to the Cabinet or the relevant Executive Cabinet Member with regard to all relevant policy and operational matters falling within the purview of their portfolio relating to Environment Regulatory Services, Education and Enforcement, Land and Property, Climate Change, Clean Air, all aspects which cross cut other areas that relate to the “green agenda”, Waste and Recycling, Neighbourhood Services, School Meals, Planning, Highways and Transport, Skills, Development and Regeneration, Economic issues, Town Centres including the Town Centre Strategy, Strategic Housing Strategy and Land Allocations.
- (2) To consider matters referred to the Committee by members of the Committee in accordance with Standing Order 36.
- (3) To recommend to the Council a programme of reviews to be undertaken by the Committee with regard to matters falling within the Directorate of Place, and to recommend the Council accordingly on the outcome of such reviews.
- (4) To make recommendations to the Council as to such additional/occasional reviews which the Committee wishes to consider outside the annual programme.
- (5) To receive performance reports and Inspectors reports thereon, relating to the functions of the Directorates relating to any part of the portfolio.
- (6) The Committee shall have the power to summon the relevant Executive Cabinet Members and the relevant Chief Officer(s) to attend its meetings to consider, provide information and give evidence on matters before the Committee.
- (7) To set up Scrutiny Panels to undertake in-depth reviews of current policies and practices with a view to identifying areas for future policy development.
- (8) The Quorum for a meeting of the Committee shall be five.
- (9) The committee may by its chair request that a new policy or substantive amendment to an existing policy is referred to a Policy Development Group.

Subject to the acts and proceedings of the Committee being approved by the Council.

### **Health Overview and Adults, Communities and Integration Scrutiny Committee**

- (1) To monitor and review and make recommendations to the Council and/or to the Cabinet or Executive Cabinet Members for Adults, Health and Wellbeing and Private Sector Housing, Community Housing Services with regard to all policy and operational matters falling within the purview of this portfolio.
- (2) To recommend to the Council a programme of reviews to be undertaken by the Committee with regard to matters falling within the purview of the Executive Cabinet Members for Adults, Health and Wellbeing and to recommend the Council accordingly on the outcome of such reviews.
- (3) To receive performance reports and Inspector reports thereon, relating to the functions falling within the purview of the Executive Cabinet Members for Adults, Health and Wellbeing.

- (4) To make recommendations to the Council as to such additional/occasional reviews which the Committee wishes to consider outside the annual programme.
- (5) To set up Scrutiny Panels to undertake in-depth reviews of current policies and practices with a view to identifying areas for future policy development.
- (6) To scrutinise matters relating to the health services operating in Bolton for, and health of, the Borough's population and contribute to the development of policy to improve health and reduce health inequalities.
- (7) To undertake all the statutory functions of the scrutiny committee in accordance with the relevant legislation and associated regulations and guidance.
- (8) To act as the statutory consultee for local NHS bodies on any proposals they may have under consideration for any substantial development of the health service in or impacting on the Borough area, or on any proposals to make any substantial variation in the provision of such service.
- (9) To agree a work programme in consultation with partners in the health economy.
- (10) To review and scrutinise the impact of key partnerships on the health of the Borough's population.
- (11) To agree the information required on a regular basis from health partners.
- (12) To make reports and recommendations to the NHS, patients' representatives, the Council, the Cabinet and other scrutiny committees, and to other relevant bodies and individuals.
- (13) To receive an update at each meeting on the progress and performance of the Bolton Cares and Support Steering Committee.
- (14) To consider matters referred to it by members of the Committee in accordance with Standing Order 36.
- (15) To consider items referred to the Committee by statutory patient representative groups.
- (16) To establish Review Panels to look in-depth at specific issues with a significant impact on the health of Bolton's residents.
- (17) To establish or partake in cross-boundary joint working committees where necessary.
- (18) To evaluate and review the effectiveness of its recommendations.
- (19) To refer contested NHS proposals and proposals where the Committee considers that insufficient consultation with the public has been carried out to the Secretary of State for Health in accordance with the relevant legislation/regulations.
- (20) The Committee shall have the power to summon the relevant Executive Cabinet Member, relevant local authority chief officers and relevant officers of local NHS bodies, the Chairman and appropriate officers of the Active, Connected and Prosperous Board and the Chairman of the Bolton Cares Steering Committee to attend its meetings to consider and give evidence on matters before the Committee. The Committee may also invite the Chairman or non-executive directors of local NHS bodies to participate in the scrutiny process, they, however, are not required to attend.

- (21) The Committee shall have the power to seek the views of experts and advisers and to co-opt lay members.
- (22) In all of the above, to seek and take account of the views of the local population in relation to health only.
- (23) That, pursuant to the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 (the Local Health Scrutiny Regulations), the Greater Manchester Health Scrutiny Committee undertake the scrutiny of strategic, Greater Manchester wide, and cross boundary health services as follows (whilst reserving the right to undertake scrutiny of any of those authorities listed below with regard to matters relating specifically to their local population):-

To examine and report from time to time on the strategies, policies, actions and consultation of:

- NHS England Greater Manchester Local Area Team;
  - The joint work of the Greater Manchester Integrated Care Partnership;
  - The Locality Board
  - Local Authorities across Greater Manchester regarding their role as providers and commissioners of social care, and as public health agencies;
  - All other cross-boundary NHS services i.e. North West Ambulance Service, Christies, Specialist Children's Services provided by the Royal Manchester Children's Hospital;
  - Services provided to patients living and working across Greater Manchester; and
  - Specific health issues that cut across geographical boundaries
- (24) That, pursuant to directions issued by the Secretary of State for Health (17 July 2003) the Committee delegates its powers and duties as a statutory consultee on substantial variations or developments of health services to Joint Committees established for this purpose where the impact is wider than the boundaries of the Borough and not in alignment with the Greater Manchester boundaries and hence the remit of the Greater Manchester Health Scrutiny Committee.
  - (25) To consider and respond to issues referred to the Committee by Healthwatch.
  - (26) The Quorum for a meeting of the Committee shall be five.
  - (27) The committee may by its chair request that a new policy or substantive amendment to an existing policy is referred to a Policy Development Group.

Subject to the acts and proceedings of the Committee being approved by the Council.

### **Children's Services Scrutiny Committee**

- (1) To monitor and review and make recommendations to the Council and/or to the Cabinet or Executive Cabinet Member for Children's Services with regard to all policy and operational matters falling within the purview of this portfolio.
- (2) To recommend to the Council a programme of reviews to be undertaken by the Committee with regard to matters falling within the purview of the Executive Cabinet Member for Children's Services and to recommend the Council accordingly on the outcome of such reviews.
- (3) To receive performance reports and Inspector reports thereon, relating to the functions falling within the purview of the Executive Cabinet Member for Children's Services.
- (4) To make recommendations to the Council as to such additional/occasional reviews which the Committee wishes to consider outside the annual programme.
- (5) To set up Scrutiny Panels to undertake in-depth reviews of current policies and practices with a view to identifying areas for future policy development.
- (6) To consider matters referred to it by members of the Committee in accordance with Standing Order 36.
- (7) The Committee shall have the power to summon the Executive Cabinet Member for Children's Services, relevant local authority chief officers and the Chair and appropriate officers of the Active, Connected and Prosperous Board to attend its meetings to consider and give evidence on matters before the Committee.
- (8) The Committee shall have the power to seek the views of experts and advisers and to co-opt lay members.
- (9) The Quorum for a meeting of the Committee shall be five.
- (10) The committee may by its chair request that a new policy or substantive amendment to an existing policy is referred to a Policy Development Group.

Subject to the acts and proceedings of the Committee being approved by the Council.

### **Health and Wellbeing Board**

- (1) Health and Wellbeing Boards:
  - provide a strong focus on establishing a sense of place
  - instil a mechanism for joint working and improving the wellbeing of their local population
  - set strategic direction to improve health and wellbeing. Health and Wellbeing Boards plays an important statutory role in instilling mechanisms for joint working across health and care organisations and setting strategic direction to improve the health and wellbeing of people locally.
- (2) The Health and Wellbeing Board is a formal statutory committee and provides a forum where political, clinical, professional and community leaders from across the health and care system come together to improve the health and wellbeing of their local population and reduce health inequalities. Along with other local leaders, the Health and Wellbeing Board will lead action at place level to improve people's lives and promote greater integration and partnership between the NHS, public health and local government. This

involves working effectively with local leaders, including place-based partnerships such as the Vision 2040 Partnership and NHS GM Integrated Care Locality Board for Bolton.

- (3) The Health and Wellbeing Board has responsibilities for:
  - assessing the health and wellbeing needs of their population and publishing a joint strategic needs assessment (JSNA)
  - publishing a joint local health and wellbeing strategy (JLHWS), which sets out the priorities for improving the health and wellbeing of its local population and how the identified needs will be addressed, including addressing health inequalities, and which reflects the evidence of the JSNA
  - The JLHWS should directly inform the development of joint commissioning arrangements (see section 75 of the National Health Service Act 2006) in the place and the co-ordination of NHS and local authority commissioning, including Better Care Fund plans
  - developing a pharmaceutical needs assessment (PNA) for its area, for which separate guidance is available. A PNA cannot be subsumed as part of the JSNA and JLHWS but can be annexed to them.
- (4) Revised non-statutory guidance on HWB was issued in 2022 and reinforces the role of HWB in ensuring that local authorities and Integrated Care Boards have regard to the relevant JSNAs and JLHWSs so far as they are relevant when exercising their functions.
- (5) The functions of the Health and Wellbeing Board are to:
  1. Prepare and publish a joint strategic needs assessment (JSNA)
  2. Produce a joint local health and wellbeing strategy (JLHWS).
  3. Agree the locality's Better Care Fund plans
  4. Prepare and publish a pharmaceutical needs assessment (PNA)
  5. Promote integration and partnership working across the NHS, social care, public health, VCSE, and other local services.
  6. Support the delivery of better health and wellbeing outcomes for the community.
- (6) Membership
  1. Section 194 of the Health and Social Care Act 2012 mandates membership for the Health and Wellbeing Board to include:
    - at least one councillor nominated by the Leader of the Council
    - the Director of Adult Social Services
    - the Director of Children's Services
    - the Director of Public Health
    - a representative of the Local Healthwatch organisation
    - a representative of the relevant Integrated Care Board, and,
    - such other persons or representatives as Bolton Council thinks appropriate
  2. Following establishment of the Health and Wellbeing Board,
    - a. the Board may appoint other members as it thinks appropriate, and,
    - b. the Board must be consulted before the Council appoints anyone else to the Board.
- (7) The quorum for a meeting of the Health and Wellbeing Board is when 5 members are present including at least one Bolton Council Elected Member of the Health and Wellbeing Board and the representative from the ICB.

## Audit Committee

- (1) The main purpose of the Committee is to obtain assurance over the Council's corporate governance and risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- (2) Review the Council's corporate governance arrangements including consideration of the Code of Corporate Governance.
- (3) Review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
- (4) To consider the effectiveness of the Council's risk management arrangements including reviewing the Risk Management Strategy and Policy; and the Corporate Risk Register.
- (5) Review the assessment of fraud risks and potential harm to the Council from fraud and corruption including oversight of key anti-fraud policies and monitoring of the counter-fraud strategy.
- (6) Review and approval of the annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- (7) Consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts and monitor the Council's response to individual issues of concern identified.
- (8) Approve the Council's Statement of Accounts and associated governance and accounting policy documents in accordance with the Accounts and Audit Regulations 2015.
- (9) Support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments (PSAA).
- (10) Consider the external auditor's annual audit plan, annual audit letter, relevant reports and the report to those charged with governance.
- (11) Advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
- (12) Oversee and provide assurance to the Council on the provision of an effective internal audit service and the main issues arising from Internal Audit work. In particular undertake the duties of the Board as set out in Public Sector Internal Audit Standards (PSIAS) as follows:
  - (i) Approve the Internal Audit Charter
  - (ii) Approve the risk-based internal audit plan, including internal audit's resource requirements, including any significant changes, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
  - (iii) Receive confirmation from the Head of Audit and Risk Management with regard to the organisational independence of the internal audit activity and make appropriate enquiries of management and the Head of Audit and Risk Management to determine whether there are inappropriate scope or resource limitations.



- (iii) Provide free and unfettered access to the Audit Committee Chair for the Head of Audit and Risk Management, including the opportunity for a private meeting with the Committee.
  - (iv) Consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Head of Audit and Risk Management. To approve and periodically review safeguards to limit such impairments.
  - (v) Receive the results of the Quality Assurance and Improvement Plan annually and the external quality assessment of internal audit that takes place at least once every five years.
  - (vi) Receive communications from the Head of Audit and Risk Management on the internal audit activity's purpose, authority, responsibility and performance relative to its plan. To include significant risk exposures and control issues, including fraud risks, governance issues and other matters needed or requested by senior management and the Committee.
  - (vii) Consider the Head of Audit and Risk Management's annual opinion and report.
  - (viii) Seek assurance on the adequacy of management's responses to internal audit advice, findings and recommendations in the form of implementation of agreed action plans
- (13) To monitor the performance of the Treasury Management function including:
- (i) approval of / amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
  - (ii) budget consideration and approval;
  - (iii) approval of the division of responsibilities;
  - (iv) receiving and reviewing regular monitoring reports and acting on recommendations; and
  - (v) approving the selection of external service providers and agreeing terms of appointment.
- (14) To submit an Annual Report to the Council
- (15) The Quorum for a meeting of the Audit Committee shall be three.

### **Licensing and Environmental Regulation Committee**

- (1) The functions of the Council in relation to the licensing (including registration and enforcement) of hackney carriage and private hire vehicles and their operators and drivers; street traders; public houses, nightclubs, members clubs & off-licensed premises which sell alcohol, together with venues which provide regulated entertainment whether or not they sell alcohol; late night refreshment houses; sex establishments; second hand dealers; pet shops; scrap metal dealers; motor salvage operators, charities and street and house to house collections; gambling premises, gaming machines and lotteries.
- (2) Determination of applications for revision of the taxis fare scale.
- (3) Arrangements in respect of the provision or amendment of taxi stands.
- (4) Regulatory functions in respect of environmental health and trading standards.
- (5) The acceptance or refusal of applications for the registration of land as town or village greens.
- (6) To determine representations made against a Council decision to refuse, revoke or vary a licence under the Scrap Metal Dealers Act 2013.
- (7) The Quorum for a meeting of the Licensing and Environmental Regulation Committee shall

be five.

### **Licensing Sub-Committee – Traffic Offences**

To undertake the functions of the Committee with respect to the conduct of private hire of private hire and hackney carriage license holders in respect of traffic related matters

The quorum for the Licensing Sub-Committee shall be two.

### **Licensing Sub-Committee – Sensitive Cases**

To undertake the function of the Committee with respect to licensing matters, in relation to the grant, renewal or any misconduct matter, in respect of reports of a sensitive nature, including but not limited to matters of a sexual nature, indecency or domestic violence.

The quorum for the Licensing Sub-Committee shall be two.

### **Licensing and Environmental Regulation Committee (Acting as Licensing Act 2003 Committee or the Gambling Act 2005)**

- (1) To monitor and maintain the Council's Licensing Policy under the Licensing Act 2003 and review every five years and to submit such Policy to the Council for approval.
- (2) To monitor and maintain the Council's Gambling Policy under the Gambling Act 2005 and review every three years and to submit such Policy to the Council for approval.
- (3) To determine applications under the Licensing Act 2003 and the Gambling Act 2005 via its Sub-Committee structure as determined by the Borough Solicitor in accordance with the Council's Scheme of Delegation. (The quorum for the Licensing Sub-Committee(s) shall be three.)
- (4) Power to revoke or suspend a personal licence where the holder of a personal licence is:-
  - (a) convicted of a relevant offence; or
  - (b) convicted of a foreign offence.
- (5) The Quorum for a meeting of the Committee shall be five.

### **Planning Committee**

- (1) The functions of the Authority as local planning authority, except where such functions have been otherwise delegated to an officer and/or Executive Cabinet Member in accordance with the Council's Scheme of Delegation or approved powers and duties.
- (2) Functions in connection with development control, including enforcement of planning control.
- (3) Functions in connection with building regulations.
- (4) The naming of streets and street numbering.
- (5) Ruinous or dangerous buildings and their demolition (other than properties affected by clearance as being unfit for human habitation).
- (6) The determination of matters relating to footpaths, bridleways and rights of way orders.

- (7) The Quorum for a meeting of the Committee shall be five.

### **Bolton Cares Steering Committee**

- (1) Assess the financial performance of the LATC and make decisions concerning the issue of any dividends.
- (2) Exercise any reserved powers contained in the LATC's Articles. These reserved powers could include, for example, a maximum spend limit on directors and the ability to raise additional finance.
- (3) Make decisions concerning proposed changes to the LATC's business plan, such as the way it delivers statutory services on behalf of the Council or new areas of business.
- (4) To ensure that all the relevant legal requirements have been met for such proposals.
- (5) Responsibility for approving the appointment of any directors and will have the power to remove directors from their post.
- (6) The LATC's director(s) will be expected to update the Steering Committee as to progress with the business and any future proposals being considered. The Steering Committee can scrutinise the decisions of the directors in their management of the LATC.
- (7) The Steering Committee will be accountable to Cabinet, Health Overview and Adults Social Care Scrutiny Committee.
- (8) The quorum for a meeting of the Committee shall be five.

### **Standards Committee**

- (1) To make such recommendations to the Council as the Committee considers appropriate with respect to: -
  - (i) The promotion and maintenance of proper standards in the conduct of Council and Town Councils business, and in the conduct of Members and Officers of the Council (subject to consultation with the Executive Cabinet Member Regeneration and Resources).
  - (ii) The adoption, maintenance and review of a Code of Conduct for Members of the Council and Town Councils, together with such other code, procedure, protocol or guidance as the Committee considers to be appropriate.
  - (iii) The provision of training, guidance and assistance for Members in relation to the Council's and Town Councils' Code of Conduct for Members and any other such code, procedure or protocol.
- (2) A subcommittee of the Standards Committee shall be called to determine and hear any complaint referred to the Monitoring Officer under the provisions of the Localism Act 2011 in accordance with regulations made thereunder (the "Hearing Committee").
- (3) When the Hearing Committee is called its membership shall be agreed between the Monitoring Officer and the Chief Executive.
- (4) No member of the Hearing Committee shall be a member of the same political group as the member who is the subject of the complaint in question, and if the person making the complaint is an elected member no member of the Hearing Committee shall be a member

of that political group.

- (5) The Hearing Committee shall be made up of five members and the quorum for the meeting shall be three members.
- (6) To adopt such procedures for the hearing and determination of any complaints as the Committee considers appropriate.
- (7) The quorum for a meeting of the Committee shall be five members.

#### **Education Assistance Panel**

- (1) Determination of individual applications for discretionary awards for further education students (not delegated to the Director of Children's Services) and welfare support for pupils, together with applications for assistance towards transport costs.
- (2) Determination of applications for financial assistance under Section 517 and 518 of the Education Act 1996 in connection with pupils wishing to attend at boarding schools.
- (3) Determination of such individual applications for free bus passes as are not delegated to the Director of Children's Services.
- (4) Determination of such individual applications for the provision of transport or the payment of travelling expenses as are not delegated to the Director of Children's Services.

#### **Governor Appointments Panel**

To make appointments to vacancies on School Governing Bodies and the Management Committees of Pupil Referral Units.

#### **The Appeals Panel**

##### **Meeting as the Personnel Disciplinary Appeals Panel**

- (2) Determination of appeals by employees in respect of disciplinary matters.

##### **Meeting as the Personnel Grievance/Grading Panel**

- (3) Determination of appeals by employees in respect of personnel grievances and grading issues.

#### **Chief Officer Appointments Panel**

The determination of any matter concerning the appointment, terms and conditions of employment (including remuneration) of the Chief Executive and of all (or any category of) Chief Officer.

#### **Constitutional Panel (Urgency Committee)**

- (1) To determine any matter which is outside the remit of the Cabinet, an Executive Cabinet Member, or any other Committee or Panel, which requires determination in advance of the next Council meeting.
- (2) To approve the Council's statement of accounts, income and expenditure and balance sheet under the Accounts and Audit Regulations 2011, if so required.
- (3) To determine any matter concerning the provision of facilities, services or accommodation

for members of the Council.

- (4) To make recommendations to the Council in respect of the making, amending, revoking or re-enacting of byelaws, or the promotion or opposition of any legislation.
- (5) To make recommendations to the Council in relation to conferring the title of Honorary Alderman or Honorary Freeman.
- (6) To make recommendations to the Council in relation to the making of any amendment of, or addition to, the Council's constitution.

### **Charitable Land Panel**

To act as the trustee for charitable land held by the Council including, receiving reports on the finances of such land and ensuring that the Council complies with the objectives set out in the relevant instrument creating the charitable land.

### **Policy Development Groups**

Policy Development Groups (PDGs) are a well-established part of the democratic process for this council in considering the development of new policies and changes to existing policies. In the past they have been held through custom and practice as opposed to being a constituted meeting of the council. Including terms of reference within the constitution should ensure better use of the limited resources of this council both at officer and elected member level as follows:

- (1) They must now be called when a new policy is being considered or substantive changes to existing policies are proposed.
- (2) Membership of each group is delegated to each group leader of the Council in the relevant municipal year and must meet political balance rules.
- (3) Membership should be determined based on relevant expertise/interest.
- (4) There will be 4 PDGs to reflect the work of each Scrutiny Committee.
- (5) Meetings will be timetabled in for PDGs but will only be held if there is an agenda and business to be considered at the meeting of the PDG. The meeting times allocated for PDGs will not be subject specific and will be allocated in accordance with the PDG work programmes and as any other requests come forward from Scrutiny Committees and the Chief Executive.
- (6) The Executive Cabinet Members with relevant portfolios for each PDG, in consultation with the relevant Director, shall agree a work programme for each PDG. The only additional subjects may be added by the relevant Scrutiny Committee chair who may request a matter is referred to a PDG on behalf of their Scrutiny Committee and the Chief Executive.

### **Crompton Place Working Group**

This Working Group is responsible for the following:

- (1) To oversee the demolition of the Crompton Place Shopping Centre.
- (2) To oversee the development of the "meanwhile use" of the site which will be introduced following demolition.

- (3) To oversee the appointment of the major developer for the site.
- (4) To receive regular updates regarding (1) to (3) above.
- (5) To provide views on the future use, layout, design etc., of the former Crompton Place site.
- (6) To consult with stakeholders as appropriate.